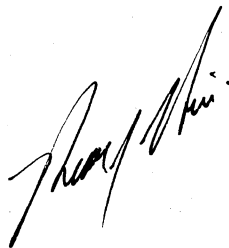


Memorandum

To : Honorable Carole Migden, Chairwoman
Honorable Claude Parrish, Vice Chairman
Honorable Bill Leonard
Honorable John Chiang
Honorable Steve Westly

Date : May 14, 2004

From : Ramon J. Hirsig
Executive Director



Subject : **SUPERIOR ACCOMPLISHMENT AWARDS
MAY 25, 2004 ADMINISTRATIVE CONSENT AGENDA ITEM**

I am pleased to recommend for your approval the nominees for the Board of Equalization's (BOE's) Superior Accomplishment Awards. This award is one of two awards in the Superior Accomplishment Award Program, which is identified in the State Administrative Manual (SAM) and governed by the Department of Personnel Administration (DPA) Merit Award Program regulations. The Superior Accomplishment Award is designed to allow agencies to recognize an act by employees, or groups of employees, which results in an outstanding and superior achievement and which makes an exceptional contribution to the efficiency or economy of state government or an exceptional improvement in its operations.

Under the DPA regulations for Superior Accomplishment Awards, there is no limit to the number of nominations allowed as there is for the Sustained Superior Accomplishment Awards (one award for every 100 employees annually). However, BOE policy states that, generally, an employee will be limited to one Superior Accomplishment Award in any 24-month period. Managers submit nominations for approval as soon as is reasonable after the accomplishment of the qualifying activity.

Currently, BOE managers have submitted five nominations for a total of 15 employees – four individual silver awards and one group silver award (the group consists of 11 members, five of whom received Superior Accomplishment Awards in May 2003 and are, therefore, included for Honorable Mentions only). The silver award is recommended for those accomplishments that fully meet all of the award requirements.

A Nominations Review Committee, comprised of the four Department Heads and myself, has reviewed each nomination; however, the Board is the final approval authority. I recommend your approval of the five nominations. The attachment provides you with the employees' names, classifications, and offices as of the date they qualified for the award. The documents that support the nominations are available for your review, upon request, from Barbara Dingley of the Strategic Planning and Policy Development Section, (916) 323-0990 (Calnet 473-0990).

The award recipients will be recognized at the July 1, 2004 Sacramento Board Meeting. Each recipient will be presented a silver and black engraved plaque. No monetary award will be included, as it was in past years, in light of the current budget situation.

RJH:lm

Attachment

Item #N
Sub-item 5
5/25/04